# Employee Going Back to Work Checklist

Make sure all precautions below are taken into considered.. This checklist is specially prepared for those companies that open office during and after the COVID-19 outbreak. This checklist consist of good practices and helps to ensure a smooth transition back to work for employees.



## Ask for the following common articles

- [ ] Tissues
- [ ] No touch trash-bins
- [ ] No touch soap dispensers
- [ ] Hand sanitizers Anti-bacterial Hand gels/rubs
- [ ] Vitamins C, 86, E, etc (optional)
- [ ] Masks (optional)

## Work preparations

- [ ] Ask for a 1-on-1 talk with the boss: what will your first week back will look like
- [ ] Let staff contact HR at least two weeks in advance to confirm first day back and what to expect

## Avoid frequently touched common surfaces

- [ ] Elevator buttons, phones, chargers, door handles, computer equipment (mouse), etc
- [ ] Clean regularly the mobile phones, tablets, etc

## Covering mouth with elbow or tissue when coughing or sneezing

## Take care of frequent waste management

## Discontinue the use of shared items

- [ ] Notebooks, Pencils, Pens, clipboards, phones, cutlery, etc
- [ ] Avoid usage of fans, central air condition and heating systems

## Attend only essential meetings and events

- [ ] Make sure only to attend essential work-related meetings or events are held, and others are postponed. Especially when traveling is involved

## Seek medical care when:

- [ ] Having a fever over 38°C / 100,4
- [ ] Coughing and sneezing
- [ ] Difficulty breathing

## Stay informed of local government guidelines

## Time-off; consider to take annual or unpaid leave

- [ ] If that is beneficial for the boss and company

## Wear a face mask, avoid touching mask

## Maintain a social distance

- [ ] for at least 1 meter between yourself and others, especially those who are coughing or sneezing

## Temporarily use only disposable tableware

- [ ] Single use cups, cutlery, plates, etc

## Avoid public gatherings as much as possible

## Avoid touching eyes, nose and mouth

## Ensure the necessary Childcare

- [ ] Confirm the common day care provider or nanny is available
- [ ] Carry an emergency contact list to work

## Establish a process to communicate information

- [ ] Start sharing information with employees, business partners etc on the outbreak and how to response (Outbreak response plan) and the latest COVID-19 information

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